



Swim Alberta Club Affiliation Application Process

**Year Round & Masters Clubs
2023-2024**



Welcome to the 2023-2024 swim season. Swim Alberta looks forward to working with and supporting clubs. As always, please reach out to either myself or another staff member if there is anything we can do to help, guide or assist you in achieving a successful 2023-2024 season.

Swim Alberta approves all member clubs in the province. Swim Alberta member Clubs agree to abide by all policies, rules and regulations as well as the bylaws of Swim Alberta. As a member club familiarise yourself with all Swim Alberta policies and ensure you have read and understand the [Club Membership Renewal Policy](#). In order to be approved for membership and maintain insurance coverage through Swim Alberta, clubs must complete the online affiliation form in full.

Through the online affiliation form, information will be collected required filings and any changes in operation. In addition, information regarding staffing, whether paid or unpaid, will be collected.

All clubs will be required to submit in order to be approved for membership:

- Copy of current audited or signed financial statements - presented to membership at AGM
- Copy of current Proof of Filing - stamped by Registrar of Corporate Registries (if incorporated)
- Copy of most recent AGM Minutes
- Waiver forms for access to RTR
- Affiliation fee payment

Swimming Canada sets rules and procedures for all aspects of swimmer, coach, and officials registration. Provincial sections, such as Swim Alberta, have the obligation to ensure clubs and club registrants are informed and follow the rules as outlined in the [National Registration Procedures and Rules](#). Swim Alberta also has a set of policies, rules and regulations that it implements in addition to and to support, Swimming Canada's standards and requirements.

Affiliation and registration information is available on our [website](#). The affiliation form link will be sent to eligible clubs directly.

Swim Alberta policies are available on our [website](#).

Deadline for returning clubs to affiliate is 31 October 2023.

Thank you.

Val Carr
val@swimalberta.ca
Manager Membership Services

Registration information:

All swimmers, coaches, and officials must complete the Acknowledgement & Assumption of Risk form, unless having previously done so. Swimmers, coaches, and officials can access the form through the RTR (Registration Tracking & Results) database.

[Swimming Canada National Registration Procedures & Rules](#) - Swimming Canada sets rules and procedures for all aspects of **swimmer, coach and officials** registration. It is the club's responsibility to ensure it has read and understood this policy.

Swimmer registration is considered complete when they show as **Registered** on Swimming Canada registration database.

[Swim Alberta Coach Registration and Minimum Requirements](#) - Swim Alberta has adopted and approved requirements for all coaches working for an affiliated Swim Club in Alberta. Coaches are considered registered when they meet compliance.

COACH COMPLIANCE – PLEASE READ CAREFULLY

In order to maintain a high standard of Safe Sport in today's sport environment, the compliance deadline of 30 November 2023 (or within 30 days if registered after 30 November) will be strictly adhered to.

Concessions and extensions such as submitting payment receipts, taking coaching courses after the deadline, or others, will not be accepted. Accepting of concessions jeopardizes our ability to deliver a safe sport environment putting our athletes, coaches, staff, and board members at risk.

Clubs will be required to have compliant coaches actively participating in delivering programs.

Clubs with non-compliant coaches actively participating in club programs will not be considered in good standing with Swim Alberta. Clubs are required to ensure adequate coaching is provided to deliver programming to members at the standards set by Swim Alberta.

Non-compliant coaches may be reinstated/reactivated at a later date once compliance requirements are met.

Officials - The RTR database is used to track the qualifications of officials. Officials are considered registered when they update their account at the beginning of each swim season, sign the Acknowledgement & Assumption of Risk form, and consent to Swimming Canada policies. Clubs will require a Club Officials Administrator as all new officials must be entered into the online database before they can access the Introduction to Swimming Officiating, Safety Marshal, Chief Timer, and Clerk of Course E-learning modules. All officials must have active accounts in the registration system prior to accessing the E-Learning modules and being on deck in an officiating capacity.

Pre-Competitive Membership Category - Available to I Can Swim and Learn to Swim aged 17 and under, and PARA Specific programs.

The swim season runs 1 September to 31 August; all memberships, regardless of when a member joins, expire on 31 August.



2023-2024 Fees and Penalties

The swim season runs 1 September to 31 August; all memberships, regardless of when a member joins, expire on 31 August. Age is calculated as of 31 December for registration fees.

Affiliation fees:

Year round swim club – Not for Profit	=	\$435.00
Varsity teams	=	\$218.00
Masters swim club (20+ members)	=	\$65.00
Masters swim club (11-19 members)	=	\$43.50
Masters swim club (<10 members)	=	\$21.75

Swimmer fees: Participants in all affiliated club run programs must be registered with Swim Alberta.

(ASSA Affiliation and Membership Fees will be distributed in the Affiliation Package in Jan/Feb 2024)

Year round clubs:

Competitive Fundamental (8 years & under) *	=	\$180.50
Competitive Skills (9-10 years) *	=	\$179.50
Competitive Development (11-14 years) *	=	\$199.50
Competitive Open (15 years & Over) *	=	\$198.50
Open Varsity	=	\$137.75
Pre-Competitive (17 years & under)	=	\$31.25

(I Can Swim, Learn to Swim, PARA specific programs)

Membership fees are non-refundable and non-transferrable.

* Discount of 50% on Swim Alberta portion of fees for new, year round competitive registrations, begins 1 April. Fees will show on the invoice. *

University Varsity (used by Varsity Teams only)	=	\$74.25
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Masters clubs:

Swimmers registering with a club	=	\$44.00
Swimmers registering unattached	=	\$57.50
Masters Open	=	\$203.00

Coach fees:

Swim Alberta/Swimming Canada	=	\$78.00
Canadian Swim Coaches Association	=	Varies

Penalties and Fines

As the governing body for competitive swimming in Alberta, Swim Alberta will enforce penalties and fines as it relates to sanctioned competitions and non-compliance with registration.

Non-Registered Swimmer (entered into sanctioned competitions) = \$100 per swimmer/event.

Suspended Clubs due to non-compliant coaches = \$100 per athlete entered into the competition.

Affiliation Check List:

Step 1:

- Familiarize yourself with the [Club Membership Renewal Policy](#)

Step 2: Gather digital copies of required documentation (*Required annually*)

- AGM Minutes - Minutes from last AGM
- Financial Statements - Audited or Signed
- Proof of Filing - Stamped by Corporate Registries (Incorporated Clubs only)
- Stamped Bylaws – if changed from previous submission

Step 3: Gather all contact information

- All Board of Director members contact information
- Staff contact information
- Head Coach contact information

Step 4: Gather completed waivers

- Registrar waiver form - signed by registrar and president - Required
- Club Officials Administrator waiver form - signed by COA and president - Required for year round clubs/Optional for masters clubs
- Treasurer waiver form - signed by treasurer and president – Optional
- Team Manager waiver form – signed by team manager and president - Optional

Step 5: Gather Employee and Independent Contractor Information

- Name and position required for employees
- Name and position required for independent contractors

Step 6: Affiliation Application Form - Online

- Complete the Club Affiliation Application
- Upload the required documentation
- Upload the signed waivers
- Submit the affiliation payment (online option available through application)

Forms:

The below forms are available as fillable PDF's. They must be saved onto a computer, electronically completed, and re-saved before being uploaded to the online affiliation application.

Access to the national registration, tracking, and results (RTR) database is provided through the submission of waiver forms for club's registrars, treasurers, and club officials administrators. Waivers forms are available below.

List of Forms:

Swimming Canada Club Registrar Letter

Swimming Canada Swimmer Letter

Club Registrar Waiver - REQUIRED (*Submit to Swim Alberta through the Club Affiliation Application*)

Club Officials Administrator Waiver - REQUIRED for year round clubs/OPTIONAL for masters clubs (*Submit to Swim Alberta through the Club Affiliation Application*)

Treasurer Waiver - OPTIONAL (*Submit to Swim Alberta through the Club Affiliation Application*)

Team Manager Waiver – OPTIONAL (*Submit to Swim Alberta through the Club Affiliation Application*)



CLUB REGISTRAR – 2023-2024

Dear Club Registrar,

Thank you for taking on the role and responsibility of Club Registrar. Each swim club in the province of Alberta is a member of the national governing body for swimming called Swimming Canada and the provincial governing body called Swim Alberta. All governing organizations are required to report on membership in return for government sport funding. Statistics are obtained directly from the data collected in the Registration Tracking and Results System (RTR). With your assistance to provide accuracy, we can comply with our requirements and continue to benefit from strong government support, virtually all of which is directed towards the support of swimmers, coaches and clubs. For this reason, all swim clubs are **required to process all registrations** to Swim Alberta and Swimming Canada via the RTR. An individual's registration is required to be completed within two weeks of commencing participation.

GETTING STARTED:

The Provincial Registrar will have provided you with a *Club Registrar Compliance Declaration*, which outlines the obligation and commitment to protect swimmers' personal information. Each Club Registrar is required to return the completed declaration to the PS prior to obtaining access to the RTR.

RESOURCES:

The Provincial Registrar is your direct resource and contact.

Club Registrar Guide (links located in the RTR on the user's Updates page)

Meet Manager Guide (links located in the RTR on the user's Updates page)

Support Request: a support request tab is located in the RTR for technical assistance for the registration system.

[Swimming Canada National Registration Procedure and Rules Manual](#) (Scroll to Resources). This document provides the details of Swimming Canada's Registration fees, rules and procedures.

SWIMMER REGISTRATION:

Confirm a valid email address for each swimmer/family before beginning the registration process. Do not assume that the email address that is in the RTR from the last registration is correct. An invalid email address or the club email address shall not knowingly be entered by the Club Registrar as it would prevent communication concerning options regarding Canadian Anti-Spam Legislation, privacy consent and/or registration information.

Swimmer registration is considered complete when:

1. the Provincial Registrar marks the swimmer invoice as paid;
2. the primary contact information and swimmer information in the system has been confirmed by the parent/guardian/swimmer;
3. the Acknowledgement and Assumption of Risk Form is electronically signed;
4. preference to receive commercial emails has been indicated (as per the Personal Information Protection and Electronic Documents Act, PIPEDA); and
5. the swimmer/parent/guardian has agreed to comply to the [Swimming Canada Code of Conduct and Professional Ethics Policy and abide by all other Swimming Canada Policies](#).

Completed registration is indicated by the swimmer status showing as 'Registered' and with a check mark ✓ in the 'Account Updated' column on the Swimmer List page. Entries for a swim meet can only be accepted when the swimmer's registration is complete.

COACH REGISTRATION:

Please confirm a valid email address for all coaches prior to initiating a registration, do not assume that the email address in the RTR from last year is still valid or the one they currently use.

Coach registration is considered complete when:

1. the Provincial Registrar marks the PSO coach invoice as paid;

2. the CSCA Registrar marks the CSCA invoice as paid;
3. the coach information in the system has been confirmed by the coach;
4. the Acknowledgement and Assumption of Risk Form is electronically signed;
5. preference to receive commercial emails has been indicated (as per the Personal Information Protection and Electronic Documents Act, PIPEDA);
6. the coach/parent/guardian has agreed to comply to the [Swimming Canada Code of Conduct and Professional Ethics Policy and abide by all other Swimming Canada Policies.](#);
7. screening as per Swim Alberta and the CSCA has been completed;
8. minimum level of coach education has been achieved;
9. valid police/vulnerable sector search check as been submitted; and
10. approved Safe Sport Training has been completed.

Coach registration is only complete once the status states '**Registered**'. If the coach status is '**Requirements not Met**' or '**Non-Compliant Coach**' the coach has not yet completed the Swimming Canada, PSO or CSCA Requirements for Registration as indicated above.

Wishing you a good swimming season,

Heather Birenbaum
Membership Services
Swimming Canada
hbirenbaum@swimming.ca

Val Carr
Membership Services
Swim Alberta
val@swimalberta.ca



SWIMMER - 2023-2024 REGISTRATION



Dear Swimmer/Parent/Guardian,

Welcome to the 2023-2024 swimming season! Please take a moment to review this brief explanation of the swimmer registration process required of all swim clubs.

Each swim club in the province of Alberta is a member of the national governing body for swimming called Swimming Canada and the provincial governing body or Provincial Section (PS) called Swim Alberta. In return for government sport funding, all governing organizations are required to report on membership. Non-identifying statistics are obtained directly from the data collected in the Registration Tracking and Results system (RTR). With your assistance to provide accuracy, we can comply with our requirements and continue to benefit from strong government support, virtually all of which is directed towards the support of swimmers, coaches and clubs. All swim clubs are required to process all registrations to Swim Alberta and Swimming Canada via the RTR.

The final steps of registering with your swim club includes the following mandatory steps:

1. Confirmation of primary contact and information and preferred language related to your family and swimmer(s) in the RTR
2. Indication of your preference to receive emails of a commercial nature
3. Confirmation of Canadian citizenship status – identifies eligibility of swimmer to set records or national team selection.
4. Signing the Acknowledgement and Assumption of Risks Form
5. Agreement to abide by Swimming Canada's policies

NOTE: It is only upon completing the above steps in the RTR that you/your swimmer are considered officially registered and a member of [INSERT NAME OF CLUB] and then covered by insurance. This registration process must be completed before entries into a swim meet can be submitted and accepted.

Your information is held by the Club, Swim Alberta, and Swimming Canada in compliance with the [Swimming Canada Privacy Policy](#).

In addition to the mandatory questions, there are five optional declarations that may be completed in the RTR. Providing this information is voluntary and will be used for statistical and informational purposes as well as for program development. It will not be used by your Provincial Section or Swimming Canada for any prohibited purpose as per The Canadian Human Rights Act and Provincial Human Rights legislation.

1. **Gender Identification** – allows swimmers to self-declare their gender identification (Cisgender, Non-Binary, Transgender). This optional self-declaration will have no effect on the gender of registration but will provide valuable information in order to continue to develop and grow programming.
2. **Indigenous Descent** – identifies eligibility for the North American Indigenous Games and/or regional/provincial funding opportunities (if available). In some Provincial jurisdictions, these statistics are also required as part of government funding reporting requirements.
3. **BIPOC Declaration** – this optional self-declaration will provide information for government reporting and to develop and grow programming.
4. **Impairment Declaration** – helps Swimming Canada, Swim Alberta, and your swim club to direct opportunities that are specifically targeted to swimmers with a disability (Para Swimmers)
Refer to: <https://www.swimming.ca/en/resources/>

5. **Hard of Hearing** – assists in identifying individuals who may be eligible for participation in events specifically targeted to swimmers who are deaf/hard of hearing.

Thank you and have a great swimming season!

Heather Birenbaum
Membership Services
Swimming Canada
hbirenbaum@swimming.ca

Val Carr
Membership Services
Swim Alberta
val@swimalberta.ca

Swim Club Registrar name here
[Swim Club Name] Registrar
[Contact info here]



CLUB REGISTRAR COMPLIANCE DECLARATION

Swim Alberta’s registration data is confidential information protected under federal and provincial Acts. This information is not to be divulged to outside agencies. Best judgement must be applied when asked for personal information from people outside the Alberta swimming community. The club must ensure that the information requested is reasonably associated with the organization’s functions and that the information will be used according to the purposes that were expressed to the registrant upon collection.

The CLUB REGISTRAR is the primary custodian of the registration data for each club. The CLUB REGISTRAR’s direct resource for guidance or assistance is the Provincial Registrar. The CLUB REGISTRAR assigns Meet Manager access to the RTR. Additionally, there may be a requirement for another representative in the organization to access the site. The CLUB REGISTRAR assumes the responsibility of educating each site users within the club, of the requirement to respect and protect the confidentiality and privacy of personal information. The CLUB REGISTRAR is responsible for removing access to the RTR for inactive users.

Registrants can view, correct and/or update their personal information within the RTR at any time by accessing their profile in the RTR with their username and password as created by them during registration.

Upon completion of club’s annual affiliation with Swim Alberta including submission of this waiver, the registrar will be given password protected access to the RTR in order to begin the club’s registration process for the season.

DECLARATION

As CLUB REGISTRAR for my Club, I agree that I will not share my username and password for the Registration Tracking and Results System with anyone without the consent of Swim Alberta. I recognize that the registrant’s personal information is private and confidential and must be protected according to PIPEDA and respective provincial Privacy Acts; I will use the RTR as it is intended, for the purposes of maintaining the club registration data with Swim Alberta. I understand and agree to the obligation to enter current and accurate registration data for each registrant at the time of registration or renewal of registration, and that each registrant is required to confirm their personal information in the RTR as recorded by the Club Registrar as part of the completion of the registration process.

CLUB NAME: _____

Club Registrar’s Information:
Name: _____

Signature: _____

Email: (required for access) _____

President’s Information:
Name: _____

Signature: _____

Date: _____



CLUB OFFICIALS ADMINISTRATOR – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

Complete and submit to Swim Alberta for access to the Registration Tracking and Results System (RTR)

Swim Alberta's registration data is confidential information protected under federal and provincial Acts. This information is not to be divulged to outside agencies. Best judgement must be applied when asked for contact information from people outside the Alberta swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and is used according to the purposes that were expressed to the registrant upon collection.

The Club Registrar is the primary custodian of the registration data for each club. If another representative in the Club requires access to the RTR, a compliance declaration must be completed and sent to Swim Alberta.

COMPLIANCE DECLARATION

As CLUB OFFICIALS ADMINISTRATOR for my Club, I agree that I will not share my access code to the RTR with anyone without the consent of Swim Alberta. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Acts; I will use the system as it is intended.

CLUB NAME: _____

COA Information:
Name: _____

Signature: _____

Email (required for access) _____

President Information:
Name: _____

Signature: _____

Date: _____



TREASURER – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

Complete and submit to Swim Alberta for access to the Registration Tracking and Results System (RTR)

Swim Alberta’s registration data is confidential information protected under federal and provincial Acts. This information is not to be divulged to outside agencies. Best judgement must be applied when asked for contact information from people outside the Alberta swimming community. The club must ensure that the information requested is reasonably associated with the organization’s functions and is used according to the purposes that were expressed to the registrant upon collection.

The Club Registrar is the primary custodian of the registration data for each club. If another representative in the Club requires access to the RTR, a compliance declaration must be completed and sent to Swim Alberta.

COMPLIANCE DECLARATION

As TREASURER for my Club, I agree that I will not share my access code to the RTR with anyone without the consent of Swim Alberta. I recognize that the registrant’s personal information is private and confidential and must be protected according to PIPEDA and respective provincial Acts; I will use the system as it is intended.

CLUB NAME: _____

Treasurer Information:
Name: _____

Email (required for access) _____

Signature: _____

President Information:
Name: _____

Signature: _____

Date: _____



TEAM MANAGER – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

Complete and submit to Swim Alberta for access to the Registration Tracking and Results System (RTR)

Swim Alberta's registration data is confidential information protected under federal and provincial Acts. This information is not to be divulged to outside agencies. Best judgement must be applied when asked for contact information from people outside the Alberta swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and is used according to the purposes that were expressed to the registrant upon collection.

The Club Registrar is the primary custodian of the registration data for each club. If another representative in the Club requires access to the RTR, a compliance declaration must be completed and sent to Swim Alberta.

COMPLIANCE DECLARATION

As TEAM MANAGER for my Club, I agree that I will not share my access code to the RTR with anyone without the consent of Swim Alberta. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Acts; I will use the system as it is intended.

CLUB NAME: _____

Team Manager Information:
Name: _____

Email (required for access) _____

Signature: _____

President Information:

Name: _____

Signature: _____

Date: _____

We look forward
to becoming a
partner in your
good health.



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Govern, lead, and support competitive swimming.